Approving Notices of External Professional Activities for Pay ("EPAPs")

Step-by-Step Guide for Supervisors
Welcome to OSPREY

Step 1: Log In to OSPREY

- https://osprey.infoedglobal.com/
- Use your UNCW credentials to log in to OSPREY

Preferred Browsers

- Chrome, Firefox

Helpful Hint:
If you are already logged in the UNCW system, OSPREY will automatically connect

System Setting: InfoEd Global opens new windows within the application, not new tabs. Ensure that you save and close each window to return to the previous screen.
Home Screen Display

Personalize Your Home Screen:
Portal Configurations will allow you to enable, hide and move the Message, Assignment and other “widgets” on your home screen. Scroll to the bottom right of your home screen to find it!

Menu Bar
Program Navigation
Message and Assignment “Widgets”
Conflict of Interest “Widget”

Note:
None of the “Record Owner” names you will see in these instructions are actual people. They are all fake users!
Messages

- You can find your OSPREY Messages in the Messages “widget” on the home screen (see slide 3 to enable “widgets”) or you can leave the home screen view and see your Messages screen by clicking on Messages on the menu bar.

- Instructions to help you complete the EPAP approval process are provided in the “Action Needed” email/message, so you may wish to keep one of them open as you proceed. You can access more generic instructions later in the process, but for now the custom instructions are only viewable in the “Action Needed” email/message.

- The message instructions will direct you to your Assignments to open the item that requires review.

**Step 2:**
**Find Instructions**

**Helpful Hint:**
You can skip Step 2 whenever you feel familiar enough with the process, but it’s a good idea to clear out old messages periodically.
Assignments

- The most direct way to find Assignments is to find your Assignments “widget” on your home screen (see slide 3 to learn how to enable your “widgets”) or you can also leave the home screen view and select Assignments from the menu bar.

- Instead of using cryptic numbers to identify users, the “Record Number” is simply a combination of the employee’s first and last names (see gold arrow below).

- Click on the “Record Number” link to open the Assignment.

Step 3: Access the Assignment
Assignment Review Window

Everything you need to review and approve (or return) an EPAP request is in this window.

Select the red Help tab to see step-by-step instructions if needed. Return to the green Review tab when you are ready to proceed.

Current View

Instructions
Reviewing the EPAP Request

1. You can review the submission with either the form link or the PDF link (see red circles below).

2. After you review the submission, change Review Status to “Reviewed” (see gold box below), whether you intend to approve the activity or not.

3. The “Not Applicable” option will rarely be needed but may be selected if a discloser submits a request to approve an activity that does not require approval (such as an activity conducted for another unit of UNCW – EPAPs are only for non-UNCW entities).
Reviewing the EPAP Request

1. If the activity is allowable, select “Approved.”

2. If not allowable, enter comments so the submitter understands the problem and then select “Returned to PI.” Please note that unlike reviewing potential conflicts on Annual COI disclosures, when action is needed on an EPAP, the comments and EPAP are returned directly to the submitter. COI staff do not route the submission as they do with the other process.

3. If the discloser requests approval for two activities and only one is allowable, enter comments to instruct the submitter to either revise or delete the disallowed activity and select “Returned to PI.”

4. Similarly, if the activity reported is "Not Applicable" (see previous slide), enter comments and select “Returned to PI” so s/he knows in the future that approval is not needed.
Wrapping Up

- You will be asked to confirm your selection before proceeding.
- Once confirmed, you will see a confirmation screen that shows your decision. You can close this screen out.
You are done! Thanks for reviewing this guide and never hesitate to reach out to us if you need assistance!

Conflict of Interest Questions?
Contact the Research Integrity Office
Email: COI@uncw.edu